



PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | pearlaction.org | contact@pearlaction.org

Canada Summer Jobs: Research Support Officer (Remote)

Deadline: June 7, 2023

Time Commitment: 35 hours/week for 8 weeks between July 10 to September 1, 2023

Compensation: \$15.75/hour

Positions Available: 1

Location: Remote

Note: This is a position funded by the Government of Canada through the Canada Summer Jobs Program. Please ensure that the following eligibility criteria can be met before applying:

- Be between 15 to 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Have a valid Social Insurance Number and be legally entitled to work in Canada

The Research Support Officer will assist PEARL's fundraising and development efforts by conducting research to improve fundraising strategies, identify potential funders, and contribute to fundraising appeals, with a focus on acquiring long-term and sustainable funding. The Research Support Officer will support with transferring knowledge gained through attending webinars and training courses, as well as reading articles on improving non-profit fundraising, to help improve and implement PEARL's fundraising plan.

The employee will create an action-oriented plan, based on PEARL's eligibility, to connect with potential institutional donors and apply for funding opportunities, as well as conduct research on other opportunities to gain financial support for PEARL projects in need of additional funding. They will also assist with drafting concept notes, grant proposals, and progress reports to submit to current and prospective institutional funders. Additionally, the employee will help maintain engagement with individual donors by drafting donor communications materials such as thank-you letters and newsletters.

Responsibilities:

- Draft letters of inquiry, concept notes, grant proposals, and reports to potential funders
- Assist with improving and maintaining a tracking system to ensure timely submission of letters of inquiry, concept notes, progress reports, and grant applications
- Conduct research to design an improved fundraising strategy
- Identify potential funding opportunities and help prepare fundraising materials
- Assist the Development Team with updating and implementing a fundraising plan
- Draft all donor communications, thank you letters, social media, and newsletters
- Assist with in-person fundraising events in the Greater Toronto Area



PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | pearlaction.org | contact@pearlaction.org

Skills required:

- Strong written and oral communications skills in English
- Experience writing briefs and reports
- Ability to write persuasively, clearly, and concisely
- Ability to work well in teams and independently
- Strong organizational and time management skills
- Familiarity with virtual meeting platforms (i.e. Zoom, Google Meet)
- Respond to emails and other forms of communication within a reasonable time frame
- Excellent interpersonal skills to effectively liaise with various stakeholders

Highly Preferred Skills:

- Previous experience in non-profit grant writing

How to Apply

By 11:59pm EST on June 7, 2023, please send PDFs to careers@pearlaction.org with the subject line: [Last Name, First Name] - Research Officer (CSJ 2023) including the following:

- Cover letter
- Resume

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodations can be provided throughout the selection process as long as candidates make their needs known in advance by emailing careers@pearlaction.org with the subject line: Accommodations request - Research Officer (CSJ 2023)